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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070019-6

MANAGEMENT ANALYSIS STAFF (DD/P AREA)

01 COSTS

MANAGEMENT STUDIES

\$23,642.

Chaired a committee to examine contents of Agency pouches, and take corrective action to eliminate over-classified material. Permanent improvements, which have now continued for over a year, consist of a reduction of over 25% of pouch weight on courier-accompanied channels, speedier service, and tangible savings---\$15,000. less for courier service in FY 1960 than previous fiscal year. There were also \$22,866. savings in the billing for the unaccompanied pouch, postage and telephone account, largely due to pouch reductions.

25X1

Conducted manpower survey of the Processing Branch, RID, resulting in elimination of two functions, improved realignment of three other functions, and reduction in Branch ceiling by eight.

As a result of study of restricted document control in RID, customers can be serviced directly from the files without first clearing through originating division.

Prepared CSN on Records Retirement and paper transferring responsibility from RID Archives to DD/S for accessioning, servicing, and transporting DD/P Records Center material. Placing recommendations in effect has improved efficiency and economy, with immediate elimination of some functions and eventual elimination of the unit and transfer of personnel to other RID components.

Prepared approved staff study, as member of Central Reference Advisory Group Subcommittee, establishing OCR records as only required accountability for OCR disseminated material, eliminating extensive logging and controlling by other Agency components.

MANAGEMENT ADVICE

\$12,334.

Furnished advice and assistance on Management problems to DD/P officials and supervisors; e.g. recommending disapproval of a proposed system of index card conversion and offering an alternate plan requiring less manhours and money and providing a better end-product. The alternate proposal will be initiated as "Walnut" releases analysts.

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TABLES OF ORGANIZATION AND REVISIONS

\$ 9,684.

Analyzed organization and staffing of 14 T/O's and 140 revisions, which included numerous reorganizations, realignments, changes in functions, and shifts in staffing emphasis and workloads. On several occasions proposals for increases in staffing were withdrawn as a result of staff efforts.

MANAGEMENT PROMOTION

\$ 6,644.

Promoted the acceptance and use of sound management principles and practices through regular and adhoc meetings with officials in the area, e.g. met regularly with the DD/P Records Management Officer to read and comment on his proposed publications, and to advise which organizations would appear to profit most from management assistance, in order that he might encourage requests for assistance and acceptance of final recommendations.

RECORDS MANAGEMENT

\$ 4,769.

Studied means of simplifying record keeping and developed forms associated with procedures being examined; e.g. eliminated specific procedures and record keeping and need for two TSS/Log. Staff positions, and developed standard form for requesting code designators.

WORK MEASUREMENT

\$2,055.

Tested work standards for individual analysts in 201 Section/RID and substituted acceptable standards for Units.

Audited previously installed work standards in Machine Management Section/RID and revised the standards to bring them in line with production capabilities of employees.

MISCELLANEOUS

\$ 5,821.

Attended various management training courses, particularly those specializing in management analysis techniques and related subjects at the Ordnance Management Engineering Training Agency, Rock Island, Ill.

TOTAL OI COSTS

\$64,949.

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MANAGEMENT ANALYSIS STAFF (DD/S AREA)

01 COSTS

MANAGEMENT STUDIES

\$72,184.

Making depth study of Office of Logistics, involving all phases of management analysis, with changes in organization and procedures being made as study progresses. Principal pay-out will be long range, in improved effectiveness and efficiency in carrying out Logistics mission.

Devised and installed procedures for controlled maintenance program in a Public Works operation, resulting in improved effectiveness and efficiency of operation and economies in purchase of maintenance supplies.

Improved procedures, layout, and equipment used in improving information reports, resulting in reduction of average processing time from 40 to 12 hours per report.

Studied Agency ceiling accounting system, prompting proposed revision of Agency Regulation placing ceiling control with component rather than Career Service.

Studied color badge proposal, resulting in approval to spend \$15,000. less for equipment and installation than initially proposed.

PLANNING PAPERS AND REVISIONS

\$ 7,644.

Reviewed and processed 8 Planning Papers; participated in development of, reviewed and processed 3 major staffing complements of branches and divisions, and 19 staffing complement revisions.

MISCELLANEOUS

\$ 5,095.

Internal and external training activities, consulting with officials on specific management problems and promoting management improvement through movies and literature.

TOTAL 01 COSTS

\$84,923.

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MANAGEMENT ANALYSIS STAFF (DD/I AREA)

01 COSTS

MANAGEMENT STUDIES

\$ 9,960.

Updated requirements of Agency and USIB intelligence officers upon the IBM equipment of two branches of OCR, resulting in the elimination of 62 marginal or obsolete reports, 2 IBM machines (annual rental -\$1080.) and 264,000 IBM cards, a decrease in frequency of reports and improvement in service.

Presented plan for consolidation of DD/I Admin. Staffs in new building, with possible savings of 23 personnel.

Furnished Reference Librarian with flow charts, workload figures, processing time study and use for new equipment to improve present Intellofax Service and eliminate processing steps in new building.

Installed new staffing complement for Photographic Intelligence Center, to carry out recommendations for combining overlapping functions, eliminating duplication of effort and strengthening technical direction.

MANAGEMENT ADVICE

\$ 1,140.

Furnished advice and assistance on management problems to DD/I supervisors and the Efficiency Task Force; e.g. costs of distributing OGI special intelligence material, reassignment of USIB distribution function, classification of raw intelligence reports, control of clearance to Special Centers, keeping list of key personnel up-to-date in Watch Office, etc.

PLANNING PAPERS AND REVISIONS

\$ 6,401.

Analyzed organization and staffing of 21 Planning Papers and 10 revisions, which included numerous reorganizations, realignments, changes in functions, and shifts in staffing emphasis and workloads.

MISCELLANEOUS

\$ 8,394.

Includes supervision, Training Officer activities, special reports, training and loan to DD/I Automation Staff, prior to official transfer.

TOTAL 01 COSTS

\$25,895.

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BUSINESS MACHINES SERVICE STAFF

01 COSTS

EDP MACHINES

\$44,837.

Completed systems studies, involving approximately 50 programs, for use by the RCA 501 in October 1960 for processing of payroll, personnel actions, supply and accounting. The work of coding, punching and debugging the first 50 of these programs is well advanced and proceeding according to schedule. Installation of the computer will result in more effective and faster data processing, and in annual net savings to the Machine Records Division of approximately \$29,000. In addition there will be direct savings of approximately \$24,000. annually in OTR and also substantial savings in other components serviced by the computer.

As a member of the Agency Mechanical Linguistics Advisory Committee effected the reduction of a Machine Translation Research Grant to Georgetown University from \$999,400. to \$445,000.

Participated in the selection of space and preparation of plans for the renovation of such space for the computer. Contract awarded at a cost of approximately \$14,000. below GSA basic estimates.

EAM AND OTHER BUSINESS MACHINES

\$16,825.

Concurred in the discontinuance of two complete IBM Installations. One installation was employed by a classified project; the second was used in connection with the ELINT Project. As a result total annual rental of IBM equipment was reduced by approximately \$58,080.

Provided technical assistance and advice to all areas of the Agency regarding the procurement and use of all types of business machines. The control exercised by this Staff has resulted in the procurement or rental of only those machines best suited to meet actual needs.

MISCELLANEOUS

\$ 4,704

Proposed an organizational unit be established to study the needs for mechanization in the DD/I Area. The proposal resulted in the establishment of an Automation Staff attached to the Office of the DD/I.

Kept current on developments in business machines field by attending various association meetings, manufacturers' demonstrations, and technical seminars, to be in a position to advise Agency officials on the best means to expedite and economically perform operations.

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Supervised the training of some 48 Agency personnel in programming the RCA 501, 20 of who are engaged full or part-time in actual programming, over 100 Agency personnel in introduction and evaluation of computers; and 10 in systems analysis; and presented a special evaluation of the RCA 501 for the benefit of some 40 personnel from the Office of Security.

TOTAL OI COSTS \$66,366.

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PRINCIPAL ACTIVITIES AND ACCOMPLISHMENTS
OF THE SUGGESTION AWARDS PROGRAM
FISCAL YEAR 1960

- I. **PUBLICITY** - In our person-to-person presentations, we have emphasized our Fiscal Year 1960 Theme -- SUPERVISORY PARTICIPATION, and have reached about 35% of Headquarters' personnel.
 - A. We have sponsored and conducted award ceremonies, the most notable of which was in Office of Security where a hundred employees participated with Colonel Edwards in honoring five Office of Security award winners.
 - B. We helped design a series of animal posters, car cards for shuttle buses and other posters. We sent out promotional payroll inserts over The Director's signature.
 - C. Presented our movie to some 3,000 persons.
 - D. Sent several hundred advertising blotters to Supply Division, OL, for distribution through supply channels.
 - E. Distributed calendar holders advertising the program.
 - F. Mailed out sixty-nine anniversary cards to previous award winners.
- II. **Guidance** - Conducted seminars and panel discussions with Suggestion Awards Committee members, internal panels of major components, representatives of Depots, Training Centers and Warehouses, OYR classes in supervision.
 - A. Obtained continuing guidance from a member of LPO - DD/P on sensitive suggestions with U.S. Policy implications.
 - B. Participated in Federal and Civil Service Commission conferences for Incentive Award Administrators.
 - C. Provided guidance to evaluators and some individual suggesters on complex cases.
 - D. Provided special guidance to CA Staff - DD/P on special psychological panel they propose to set up.

III. Administration

- A. Designed new six-part Certificate of Award which will eliminate approximately 500 man-hours (clerical) a year.
- B. Suggested through Deputy Director (Support) that each Office Head set up Internal Suggestion Awards Committee panels. This was done with significant gains in participation, adoption, and above all in understanding of the Program.

- C. Sent several hundred employee suggestion forms to OO

D. Suggestions Received FY '60 599

Suggestions Adopted FY '60 133

Letters 23

Cash 110

Awards Paid \$ 7,280

Tangible Savings \$62,898
(plus Intangible Benefits)

- E. Under authority granted the Executive Secretary to resolve cases with unanimous recommendations for disapproval, we closed out 492 cases in Fiscal Year '60.

F. Financial Picture

Salaries \$34,300
Awards paid (110) 7,280

Total Expenses \$41,580
Tangible Savings from 62,898
adopted suggestions

Total Savings to the Agency \$21,318

IV. Conclusion

- A. As a result of the above we were able to educate about 35% of the Agency personnel into operations of the Program.
- B. We were able to increase our receipts (over FY '59) by 9.1%. We were able to increase our adoption rate to 22.2%, in comparison with 20% (for FY '59) and 13.6% for FY '58. The Government adoption rate for the past several years has been 25%.

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